



**SUPREME COURT OF MISSOURI**  
**OFFICE OF STATE COURTS ADMINISTRATOR**

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**JOB OPPORTUNITY ANNOUNCEMENT**

**Secretary III**

Office of State Courts Administrator has a position available to perform a wide range of duties for Systems Operations, Information Technology. The duties include making travel arrangements, scheduling meetings, recording minutes, providing clerical support, coding expense reports/invoices, general recordkeeping, and using word processing to produce minutes, correspondence, and reports. Position requires excellent communication skills, accuracy, and attention to detail.

Minimum qualifications: Graduation from high school and three years of varied clerical and/or secretarial experience involving word processing, scheduling, filing, and other general office practices. A Bachelor's degree in Business or Public Administration may be substituted for two years of the required general experience.

Starting salary is \$25,248. Application form is required and can be found at our website at <http://www.courts.mo.gov/page.asp?id=620> or may be requested by e-mail to [oscahr@courts.mo.gov](mailto:oscahr@courts.mo.gov). Please submit application no later than October 11, 2006, to Human Resources Office, P.O. Box 104480, Jefferson City, MO 65110. EOE